

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*

**Classification:**        **Senior Property Agent    Salary: \$5,312 - \$6,409**  
                                 **Permanent, Full Time**

**Location:**                Department of Veterans Affairs, Farm & Home – Foreclosure/Collection        REO  
                                 1227 O Street, Sacramento, CA 95814

**WHO SHOULD APPLY:**

**Current State employees** in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. **SROA/SURPLUS PROVISIONS APPLY.** **If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

**HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.**

*The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".*

**DUTIES AND RESPONSIBILITIES:** *Under the general direction of the Bond Finance Chief of Farm and Home Administration, the Senior Property Agent is the first full supervisory level, and is responsible for the operational efficiency and effectiveness of the Foreclosure/Collection REO Unit:*

- Manage, plan, organize and direct the workload and operations of the unit. Assign, supervise, train, review, and approve the work of subordinate staff consisting of Property Agents, Program Technician II's, and a Supervising Program Technician II. Make recommendations to the Supervising Property Agent for process and program improvements.
- Review and approve collections (at pre-cancellation/cancellation stage), civil foreclosures, short sales, contract cancellations, reinstatements, repossessed property sales, maintenance processes and actions including but not limited to the following: Legal Action Transmittals; Repayment Agreements; Bankruptcies; 30 Day Notices to Terminate Tenancy at Will; title review; junior lien holder review; Unlawful Detainer Actions; Relief from Automatic Stay; Quiet Title Action; account analysis/reconciliations; property valuations; REO escrow/sales and IRS 1099C forms.
- Respond to technical and difficult letters/questions (via telephone, email, or public contact) received from contract holders, legislators, realtors, title companies, escrow companies, secondary lenders, and the public regarding real estate law, departmental policy and procedures, delinquent accounts, civil foreclosure, cancelled contracts, bankruptcies, short sales, and repossessed property sales.
- Provide Cal-Vet delinquent account/REO information/guidance to staff throughout the department. Effectively apply and disseminate information with regard to the California Military and Veterans Code, Title 12 of the California Code Regulations, State and department policies, rules and regulations of the department's Administrative Manual, the Operations Manual and the Cal Vet Loan Contract
- Other duties as required including but not limited to testifying as an Expert Witness at Unlawful Detainer Trials. Manage, organize and assist in the preparation of various manuals pertaining to procedures, train, unit and business plans. Assist the Headquarters Operations Manager as required and act as Lead in his/her absence when requested to do so.

**HOW TO APPLY:**    Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Inquiries:**

Voice: (916) 653-2535

TDD: (916) 653-1966

**Attn: Juanita Rios    Ref: M80#206 08/09**

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80#206 08/09. Failure to do so could result in being rejected from the interview process.

**FINAL FILE DATE: APRIL 2, 2009**

